

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

INSTRUCTIONS FOR COMPLETING
APPLICATION FOR ADMISSION TO THE BAR

(1) THE FOLLOWING MATERIALS MUST BE SUBMITTED:

- a. **APPLICATION** (Typed or Printed) - Answer **all** questions **completely** including your six digit Massachusetts Board of Bar Overseers identification number and your exact date of admission to the Massachusetts Supreme Judicial Court. **Applications without this information will be returned as incomplete.**
- b. **SJC CERTIFICATE** - An official Certificate of Good Standing from the Supreme Judicial Court of Massachusetts attesting to your membership in the Massachusetts Bar must be filed with your application. **Applications without such a certificate will be returned as incomplete.**
- c. **SELF-ADDRESSED STAMPED ENVELOPE** - This will be used to send you notification of the date, time and place of the admission ceremony. **Applications without such an envelope will be returned as incomplete.**

(2) DELIVER OR MAIL THE COMPLETED APPLICATION TO:

**Judith A. Litwin
CJA Analyst - Suite 2-300
United States District Court
John Joseph Moakley U.S. Courthouse
1 Courthouse Way
Boston, MA 02210**

- (3) The admissions ceremonies in Boston are usually held within 4-6 weeks of the filing of the application and are conducted on a regular basis. Ceremonies are conducted less frequently in Springfield and Worcester when sufficient numbers of applications from those areas have been filed. Please indicate your preference of location where indicated on the application. The admission fee is **\$100.00** payable by personal or law firm check made payable to "Clerk - U.S.D.C. - MA". **Please bring this check with you to the ceremony. DO NOT MAIL THE CHECK TO THIS OFFICE.**

- (4) If you have any questions call 617-748-9087.

(1/8/02)